



## **FORMS CONTENT MANAGEMENT PROGRAM (FCMP)**

The Army Publishing Directorate's Forms Content Management Program (FCMP) is an initiative of the Army Business Initiative Council (BIC). The program provides an Army enterprise solution to manage business workflow – the lifecycle of transaction-based information currently managed by forms. In today's world, even if a form is filled out electronically, the printing, signing, and processing of the form is done manually. FCMP provides tools and standards, and deploys a common hardware and software infrastructure which will be used to automate the Army's forms-based business processes. FCMP includes software to provide a digital signature capability for forms and non-forms-based transactions. FCMP will replace the FormFlow software with the modern PureEdge electronic forms package.

FCMP is creating an environment which drives administrative actions to the AKO by automating the workplace. FCMP will augment the user's ability to utilize the AKO with a critical core capability to the AKO itself which focuses on interactive, automated work flow, supported by routing, storage, and tracking capability. A primary goal of FCMP is to establish an Army enterprise information technology infrastructure that will allow Army to automate all current manual and form-based functional business processes. FCMP will streamline the forms administrative process using digital signature to push forms from PC to PC. The FCMP integrated enterprise solution (comprising of IBM Content Management, PureEdge (forms)), and Approve IT (digital signature software) will also provide a single automated functional business process for Army-wide use eliminating numerous stovepipes from being developed by Army activities.

In developing a single automated functional business process the end result allows the functional process owner to consolidate, reengineer, and streamline the entire business process reducing or eliminating a significant amount of military paperwork and resources required when processing business transactions. Forms serve as the backbone of the Army's administrative processes and this initiative will change the way we do business in capturing and processing information by an estimated 1.4 million Army personnel (Army Reserve, National Guard, military, and civilians) around the world. FCMP provides an enterprise set of standards and will, therefore, assist local activities in the modernization of local solutions. This enterprise level approach will assist functional communities in reducing redundant technical solutions and will permit interoperability on a central infrastructure throughout the Army-wide community.

By the middle of 2005, Army Publishing Directorate targets completion of the conversion of approximately 2400 departmental (DA) forms into PureEdge. FCMP also plans

assistance for the conversion of command and local forms into PureEdge. Training for PureEdge forms designers is expected to begin in the summer of 2005.

Deployment of the FCMP software is underway. The PureEdge viewer is currently available on the Army Golden Master (AGM) and as a download from the Army Small Computer Program (ASCP) web site [https://ascp.monmouth.army.mil/scp/nocost/pure\\_edge.jsp](https://ascp.monmouth.army.mil/scp/nocost/pure_edge.jsp). Silanis Approvelt electronic approval software will also be available for download from the ASCP web site in the near future. Both products will eventually be available via the Army Knowledge Online Home Page as well.

Licenses for the PureEdge and Silanis software are provided on an enterprise basis for anyone who is involved in the Army's mission, Active Duty, Reserves, National Guard, DA civilians, and supporting contractors. Automated actions processed through the AKO will benefit from the content management capability which permits the tracking and reporting of individual transactions which have been processed.

FCMP shifts the Army's focus from the form itself to the content being captured and processed by the form. To implement this strategy, APD is partnering with functional communities to develop and field interactive user interfaces where the form is one of many possible outputs, not necessarily the primary user interface or the only output. The partnership between APD and functional communities is key to the success of implementing a standard content solution strategy for the Army enterprise. The first of these partnerships is between APD and Human Resources Command (HRC) to automate the Evaluation Management System (EMS), which includes the Officer and Non-Commissioned Officer Evaluation Systems. The selection of subsequent business processes will include consideration of the use of the most frequently used forms and the high pay-off of automating certain Army functional processes.

The ultimate goal of FCMP is to provide soldiers the ability to seamlessly access all forms-based processes through the Army Knowledge Online portal. Instead of developing a separate solution for each business process, FCMP will deploy a set of enabling standards and technology to facilitate the functional communities' ability to quickly re-engineer and field solutions on a common infrastructure, using reusable software solutions. Using this implementation strategy, will not only eventually reduce the need for numerous stovepipes automated solution, but will allow the functional communities to focus on the business process and not be forced to design, purchase, develop and maintain the discrete supporting infrastructure components.

For further information, contact

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